



Council Action Form

MEETING DATE	Tuesday, January 14, 2014			
TITLE	Old Business Agenda Item C: Discuss Encumbered Funds			
SUBMITTED BY	Name and Title: Amanda Andrews			
	Department: Clerk/Treasurer			
MEETING TYPE	Work Session Executive	Regular	Special	Retreat
AGENDA CLASSIFICATION	Consent	Presentation	Old Business	New Business
	Ordinance	Resolution	Employment Contract	Proposal
ORDINANCE/RESOLUTION (New ordinances or resolutions assigned a new #)	1st Reading	2nd Reading	PUBLIC HEARING	3rd Reading
	Ordinance #: 2013-		Resolution #:	
CONTRACTS (Contracts must be previously signed by vendor for submission)	Contract Required: Yes No		Signed Contract Attached: Yes No	
APPROVALS/REVIEWS	Department Heads		Budget/Finance	
	Assistant Town Manager		Legal Counsel - Steve Unger	
	Town Manager		Other: Clerk Treasurer	
BACKGROUND (Includes Description and justification)	Encumbered funds are funds already committed to purchase through a purchase order, letter of intent to purchase, contract, receipt, etc..... If the funds are encumbered the Clerk/Treasurer can only access the specific amount of money assigned to purchase the item. This list of encumbered funds must be presented to the council and entered into the meeting minutes			
BUDGET AND FINANCIAL	Budgeted \$:			

IMPACT (Includes project costs and funding sources)	Expenditure \$:	
	Source of Funds \$:	
	Additional Appropriation #:	
	Narrative:	
5(Resolution and Ordinance Only)	Hold 1st Reading	
	Not Hold 1st Reading	
	Approve on Second Reading	
	Deny Approval	
PROJECT TIMELINE	N/A	
STAFF RECOMMENDATION (Town Council reserves the right to accept or deny recommendations)	N/A	
SUPPLEMENTAL INFORMATION (List of all attachments)	List of Funds	